

School Site
Data Collection Form
California High School Exit Examination
(CAHSEE)
2003-2004
 (INSTRUCTIONS ON BACK OF FORM)

Section I

School Name:	CAHSEE School Site Coordinator:	Telephone:								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">School Code:</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>	School Code:									
School Code:										

Promptly following each administration, every school and charter school containing grades 10 through 12 must report to their CAHSEE District Coordinator the number of examinations administered. **This report is due to the CAHSEE District Coordinator within 5 business days after the completion of each administration in every school district and independent charter school containing grades 10 through 12.** Return the completed form to your CAHSEE District Coordinator. Please keep a copy for your records.

The Education Code sections 60850, 60851, 60852, 60853, 60855, and 60856 (Senate Bill 2, Chapter 1 of the Statutes of 1999) require, among other provisions, the development of the CAHSEE and the administration of the CAHSEE in each public school and state special school that provides instruction in grades 10, 11, and 12.

Section II

A separate form must be submitted for each administration. Check only one box in this Section. Specify the administration for which this form is being used by placing an "X" in the appropriate box.

- | | | |
|---|--|--|
| <input type="checkbox"/> Administration –
February 3-4, 2004 | <input type="checkbox"/> Administration –
March 16-17, 2004 | <input type="checkbox"/> Administration –
May 11-12, 2004 |
|---|--|--|

Section III

Categories	Grade 10	*Adult Student	Total
❶ Number of <u>students tested</u> in one or both sections of the CAHSEE.			
❷ Number of answer documents with completed demographic information submitted for <u>grade 10 students NOT tested.</u>			
❸ GRAND TOTAL			

* A person who is enrolled in a California adult school operated by a school district and who has not passed either the English-language arts section or the mathematics section of the CAHSEE.

Please return the completed form to your CAHSEE District Coordinator. Do not submit this form to the California Department of Education (CDE). Your CAHSEE District Coordinator is to combine all school information and submit a single report for your district to the CDE.

**Instructions for Completion of the
School Site Data Collection Form
California High School Exit Examination (CAHSEE)
2003-2004**

Each school and charter school with grades 10 through 12 must complete one report for each California High School Exit Examination (CAHSEE) administration. The school must **submit this report to their CAHSEE District Coordinator** no later than 5 business days after the completion of each administration. Do not submit this form to the California Department of Education (CDE).

Type or use black or blue pen only to complete this report.

Section I

Provide the requested information noted for each box. Provide the name of the school, the name and telephone number of the school site CAHSEE coordinator, and the 7-digit school code (listed in the California Public School Directory).

Section II

There are multiple administrations. For example, one administration is the testing window of February 3-4, 2004, not the subjects tested. A separate form must be submitted for each administration (not per subject tested). Check only one box in this Section. Place an "X" in the appropriate box to indicate the administration used in the report of the information. Future administrations will be approved by the State Superintendent of Public Instruction.

Section III

- ❶ Provide the number of grade 10 and/or adult* students tested in one or both sections (English-language arts and mathematics) of the CAHSEE. Each student is only counted once, regardless of whether the student took one or both sections of the CAHSEE. Sum the numbers and enter the total amount.

Example: School X tested 30 students in Mathematics only, 10 students in English-language arts only, and 27 students in both subjects. School X would report 67 students in total.

* A person who is enrolled in a California adult school operated by a school district and who has not passed either the English-language arts section or the mathematics section of the CAHSEE.

- ❷ Provide the number of answer documents with completed demographic information submitted for grade 10 students NOT tested (i.e., absent). Sum the numbers and enter the total amount.
- ❸ Sum the amounts in the "Total" column to calculate the "Grand Total."

If you have any questions regarding the completion of this report, contact Dana Herron, Standards and Assessment Division, CDE, at (916) 319-0348.